

[Insert Date]

Dear [Insert Name],

Thank you for your willingness to participate in our focus group. As discussed on the phone, we would like to hear your ideas and opinions about [insert topic]. You will be in a group with 6 to 10 other [insert group demographics (i.e. young adults, young adults who drink, etc.)] Your responses to the questions will be kept anonymous and your participation confidential. A [insert amount] honorarium will be paid at the end of the focus group discussion. [insert food description] will also be served at the start of the focus group. Please arrive on time so that you have an opportunity to get food and complete some paperwork. The date, time and place are listed below. Please look for signs once you arrive directing you to the room where the focus group will be held.

Date:

Time:

Location:

If you need directions to the focus groups or will not be able to attend for any reason, please call [insert name] at [insert number]. Otherwise, we look forward to seeing you.

Sincerely,

Members of the [insert agency]